



**Arthurs Creek Mechanics Institute**  
906 Arthurs Creek Road, Arthurs Creek Vic 3099  
[arthurscreekhall@gmail.com](mailto:arthurscreekhall@gmail.com) 0423 864 542

**Booking Form – for Funerals**

NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

EMAIL : \_\_\_\_\_

TELEPHONE : Home \_\_\_\_\_ Mobile \_\_\_\_\_

DATE OF BOOKING : \_\_\_\_\_ TIME : \_\_\_\_\_

FUNCTION:(Service/Wake etc) \_\_\_\_\_

**HALL HIRE AMOUNT PAYABLE:** \$450.00 \$ 450.00  
(Inclusive of cleaning and Insurance)

**PLUS BOND:** \$ 300.00

**AMOUNT PAYABLE HALL HIRE** \$ 750.00

SETTING UP PACKING UP ADDITIONAL FEE OF \$250.00 \$ \_\_\_\_\_

AV equipment Hire Fee \$200 (inclusive of refundable  
Bond of \$125.00) \$ \_\_\_\_\_

**TOTAL AMOUNT PAYABLE :** \$ \_\_\_\_\_

**\*The Hirer is required to finish packing up if the Wake finishes after 5pm**

**Rental Agreement:** I agree to abide by the Conditions of Use of Hire **including Covid Guidelines** as issued by the Bookings Coordinator and ensure that users of the facility under my rental period will do likewise.

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**To confirm your booking:**

1. Complete and email this form to: [arthurscreekhall@gmail.com](mailto:arthurscreekhall@gmail.com)  
Or post to: Arthurs Creek Mechanics Institute,  
C/O Ruth White, PO Box 133, Hurstbridge 3099
2. Payment by either cash or cheque payable to Arthurs Creek Mechanics Institute  
Or Bank Deposit to: Arthurs Creek Mechanics Institute, Bendigo Bank  
BSB 633 000  
Account No. 112 970 322  
An invoice and a receipt will be issued
3. **Bond return banking details** for direct credit.

**Account Name:** \_\_\_\_\_

**BSB:** \_\_\_\_\_ **Account number:** \_\_\_\_\_